



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 24.7

Subject: Prohibition of Physical/Mental Abuse

Supersedes: DYD 13.5

Approved by:

A handwritten signature in cursive script, appearing to read "George Matthews".

Effective date:

07/01/1990

Authority:

TCA 37-5-106

ACA Standard:

6169, 7111, 9194,
9281

- I. APPLICATION: To all employees of the Department of Children's Services
- II. POLICY: The physical and mental abuse of youth by the Department of Children's Services employees and/or other youth is prohibited.
- III. PROCEDURES:
 - A. Staff has the responsibility of preventing the abuse of youth by other youth. When such incidents do occur, the observing staff member shall take corrective measures immediately, including the issuing of disciplinary reports. Youth shall not be used to enforce rules against other youth.
 - B. In all incidents involving physical abuse, the youth will be seen by medical staff immediately to treat any injuries and document the specific injury(s) with photographic evidence, if appropriate.
 - C. Any employee who observes or otherwise has credible knowledge of an employee physically/mentally abusing a youth shall verbally report such abuse immediately to his supervisor and shall make a written report of the incident for the supervisor to be forwarded to the Institutional Superintendent/Community Residential program or Observation and Assessment Center Supervisor/Probation manager II within 24 hours after observing the incident. The Institutional Superintendent/Community Residential Program or Observation and Assessment Center Supervisor/Probation Manager II or designee shall investigate the alleged abuse. The determination of the appropriate investigating person/agency is at the discretion of the Institutional Superintendent/Community Residential Program or Observation and Assessment Center Supervisor/Probation Manager II. This may include the Internal Affairs Section of the Tennessee Department of Children's Services, local law enforcement agencies or the Department of Human Services. A

written report of any substantiated incident and any subsequent action taken shall be submitted to the Commissioner of Children's Services within seven (7) days, excluding weekends and holidays, after completion of the investigation.

- D. If an employee's supervisor is the staff member observed physically/mentally abusing a youth or on whom credible knowledge is otherwise received alleging such abuse, the employee will report the incident directly to the next level supervisor.

IV. FORM: None

**(Note: This Policy Cannot Be Revised Without Prior Permission
of Chancery Court, Davidson County, Nashville, Tennessee.)**